



Neighborhoods and Housing Services Department  
Regulated Industries Division  
635 Woodland Ave., Suite 2101  
Kansas City, MO 64106  
(816) 513-4561

## Employee Liquor Permit Application

Applications are accepted from 8:00 a.m. to 4:30 p.m. Monday – Friday at the Regulated Industries Division office. All applicants must be authorized to work in the United States. Along with a completed application, you must submit:

- Fees:
  - A **\$38 non-refundable application fee** which includes a criminal background investigation, **or;**
  - A **\$16 non-refundable application fee** (you must choose a licensed background investigation company, approved by the director, to complete a criminal background investigation to qualify for an employee liquor permit)
- Payment (only cash, Discover, Master Card or Visa are accepted – checks are not accepted)
- A valid State Issued Driver's License or ID
- One of the following: Social Security Card **without** employment restriction; U.S. Passport or Passport Card; Permanent Resident Card [i.e., Green Card]; Foreign Passport with I-551 stamp MRIV; Employment Authorization Card; Form I-20 accompanied by Form I-94 or Form I-94A; Form DS-2019 accompanied by Form I-94 or Form I-94A; or Form I-94 or Form I-94A Arrival/Departure Record. Fake, false or altered identification cards will be confiscated.

If an applicant fails to submit their correct social security number, they will be required to pay an additional \$38 dollars to complete a second background check and a second temporary permit **will not** be issued. There are restrictions listed under section 10-291 of the Code of Ordinances of the City of Kansas City, Missouri, that may prohibit you from receiving an Employee Liquor Permit. Please read below to determine your eligibility:

- An Employee Liquor Permit, with no restrictions, shall not be issued to any person who is not at least 21 years of age. Persons 18 through 20 years of age may receive an Employee Liquor Permit with additional restrictions and limitations. Please see section 10-373 of the Code of Ordinances of the City of Kansas City, Missouri for more details.
- An Employee Liquor Permit will **never** be issued to any person who is a dangerous offender, persistent sexual offender or predatory sexual offender.
- An Employee Liquor Permit will **never** be issued to any person who has been found guilty of, pleaded guilty to, pleaded nolo contendere to or been convicted of a felony (federal or any state) for murder, voluntary manslaughter, forcible rape, forcible sodomy, kidnapping, false imprisonment, first degree child molestation, second degree child molestation, sexual abuse or an attempt to commit any of the preceding crimes or an offense of a similar nature in other states as determined by the director.
- An Employee Liquor Permit will not be issued to any person who, within **five years** of the date of application, has been found guilty of, pleaded guilty to, pleaded nolo contendere to or been convicted of a felony (federal or any state) or has been released from confinement for a felony conviction, whichever is latest, involving a crime against a person or an offense of a similar nature in other states as determined by the director.
- An Employee Liquor Permit will not be issued to any person who, within **three years** of the date of application, has been found guilty of, pleaded guilty to, pleaded nolo contendere to or been convicted of a felony (federal or any state) or has been released from confinement for a felony conviction, whichever is latest, involving the sale of controlled substances or illegal drugs or narcotics, or intent to distribute controlled substances or illegal drugs or narcotics or an offense of a similar nature in other states as determined by the director.
- An Employee Liquor Permit will not be issued to any person who has been issued an alcoholic beverage license or permit from this or any other city or state that is currently suspended, or that has been revoked within two years immediately preceding the application.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Number Street City/State Apartment # Zip Code

Driver's License or State ID Number \_\_\_\_\_ State Where Issued \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Gender \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

At which business will you be working where an Employee Liquor Permit is required? \_\_\_\_\_

Have you ever been denied an Employee Liquor Permit or had one suspended or revoked? ☐ Yes ☐ No  
If **yes**, provide the following information:

Date	Reason for Suspension/Revocation	Where (City and State)
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, provide the following information:

Date	Offense/Conviction Charge	Where (City and State)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you were incarcerated, you must provide the date of your release: \_\_\_\_\_.

You may request to have your Employee Liquor Permit mailed to you at the address you indicated above. If you choose to have your permit mailed to you and your permit is returned to us, you will be required to return to Regulated Industries to pick up your permit. If you choose to have your permit mailed to you and your permit is lost in the mail, you will be required to return to Regulated Industries and **pay a \$10 replacement fee** before your permit will be issued. Please choose one of the following options:

☐ Please mail my Employee Liquor Permit to me for an **additional 50 cents**

☐ I will return to Regulated Industries Division to pick up my Employee Liquor Permit (**required if all forms of ID not presented with application**)

I hereby authorize law enforcement, probation and parole agencies to release all information pertaining to my criminal record and I authorize a Social Security number trace. I understand that furnishing false or incomplete information on this application may be grounds for denial of the permit. I also understand that there is no refund of the fee which accompanies this application if, for any reason, it is denied.

I have familiarized myself with the provision of Chapters 10 and 50, Code of Ordinances of the City of Kansas City, Missouri and agree to comply with these provisions in the conduct of this business and I will not violate any of the ordinances of the city, laws of the state or laws of the United States in the conduct of the business.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Did the criminal background investigation prove the applicant to be a **prohibited** felon? ☐ Yes ☐ No

An Employee Liquor Permit was ☐ Approved ☐ Denied

Processed by \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Certificate # \_\_\_\_\_  
Customer Service Representative Month Day Year